UPGRADED JOB MATCH FUNCTIONALITY INFORMATION

1. SSAN entry can now be done with or without dashes.
2. Upon requesting an applicant from AFRISS, the applicant has been already qualified against all AFSCs that AFRS utilizes.

3. You now have the ability check an applicant's qualifications against an AFSC prior to running any Job Match. Enter an AFSC and click on the little question mark symbol next to that AFSC block. In this case, the disqualification window returns no information; thereby indicating the applicant is qualified for the AFSC.

4. When the disqualification window returns information as in this case, it is indicating the reasons why the applicant is not qualified for the AFSC.

5. In the below window you can see that the pick list area no longer has blocks to "X" when selecting the AFSC you wish to reserve. You can now simply scroll down to the AFSC you want, highlight it, and then click on the Reserve button to reserve the job.

6. The next three snapshots show the Job Match pick list in its three various stages of query capability: AI and GTEP, GTEP only, and AI only. It is important to note that under the old functionality it was required that you requery the applicant each time. The below three displays were accomplished by only selecting the desired radio button without requerying the applicant.

AI and GTEP

GTEP Only

AI Only

7. Below snapshot displays a reserved applicant who has available job options. This is known by the fact that the Options button to the right of the reservation information line is highlighted.
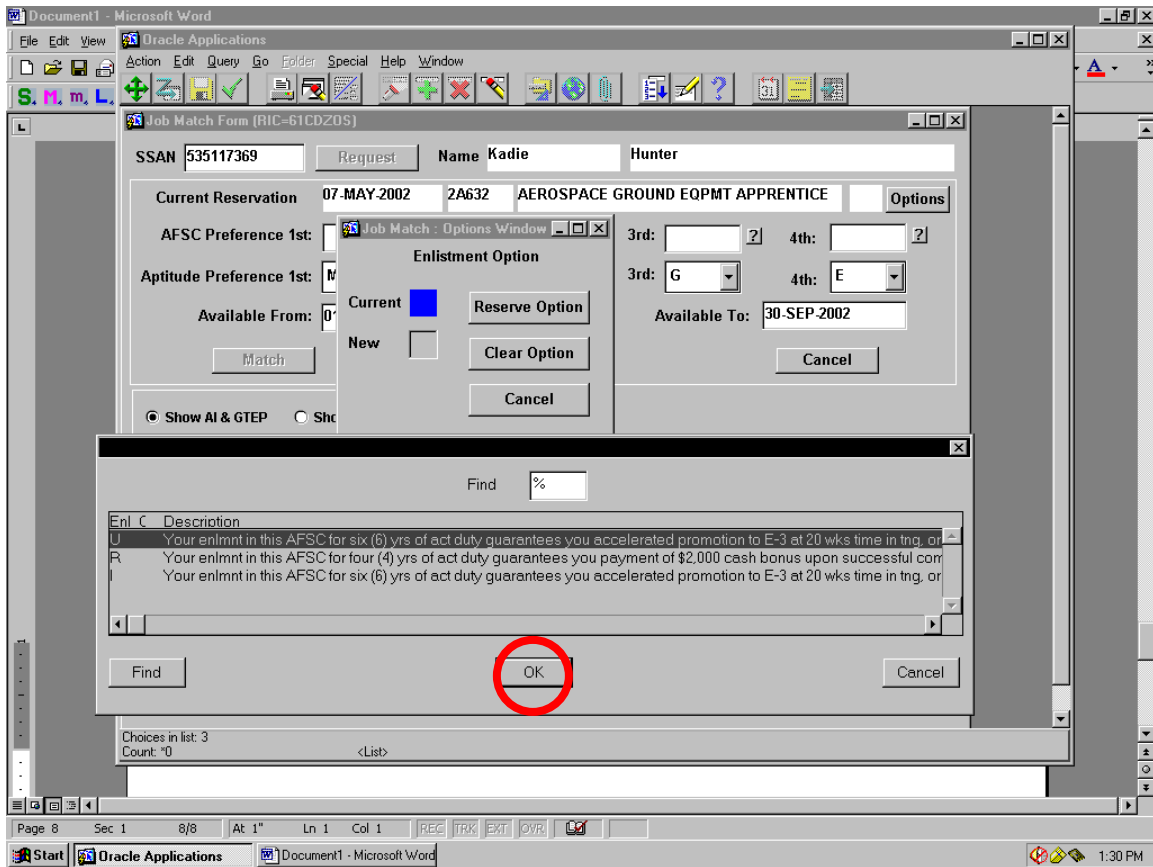
8. The below snapshot displays the new Option functionality. Upon clicking the Option button, two windows appear: Option Descriptions and the Enlistment Options reserve/clear/cancel window.

9. Select the desired option and click OK.

10. The selected option will appear in the "New" block. If this is the desired option, click on the Reserve Option button.

11. Window now displays the Option loaded to the applicant.

12. When it becomes necessary to change an Option, click on the Option button and the two previously mentioned windows appear with the currently reserved Option displayed in the Current block. Highlight the new Option and click the OK button.

13. Selecting the new Option will place it in the new block and still show you the old Option in the Current block. If this change is what is wanted, click on the Reserve Option button to enable the Option change.

14. Applicant now displays the updated/changed Option.

15. If at any time you wish to know if an applicant is qualified for another AFSC; request his/her record (it will display current reservation), enter an AFSC in the AFSC Preference Block, click on the little question mark next to the AFSC. Result displays whether or not the applicant is qualified for the queried AFSC.